The Secure Nomadic Access (SNA) Web site provides a secure method for NASA users to access NASA restricted Web sites, applications, and files from remote locations and non-NASA networks. The SNA application will soon be upgraded to allow users the option of logging in via SecurID token or a NASA Smartcard. This document provides information about recreating personal bookmarks under the smartcard profile.

Default (Web) Bookmarks

The default set of bookmarks that are provided for all users of SNA will continue to be available after the upgrade in both your SecurID token profile and in your new smartcard SNA profile.

Personal (User-Defined) Bookmarks

Personal bookmarks created under your SecurID token login will also remain after the upgrade. However, when you login using your smartcard, those personal bookmarks will not appear. If you wish to use these bookmarks when you login with your smartcard, you must recreate them in your smartcard SNA profile after logging in.

Smartcard Profile

New profiles will be created for smartcard logins. You can manually capture information for your personal bookmarks, so that you can re-create them in your smartcard profile.

Save Personal (User Defined) Bookmarks

The following instructions demonstrate one method of saving your personal bookmarks and transferring them to your new smartcard profile.
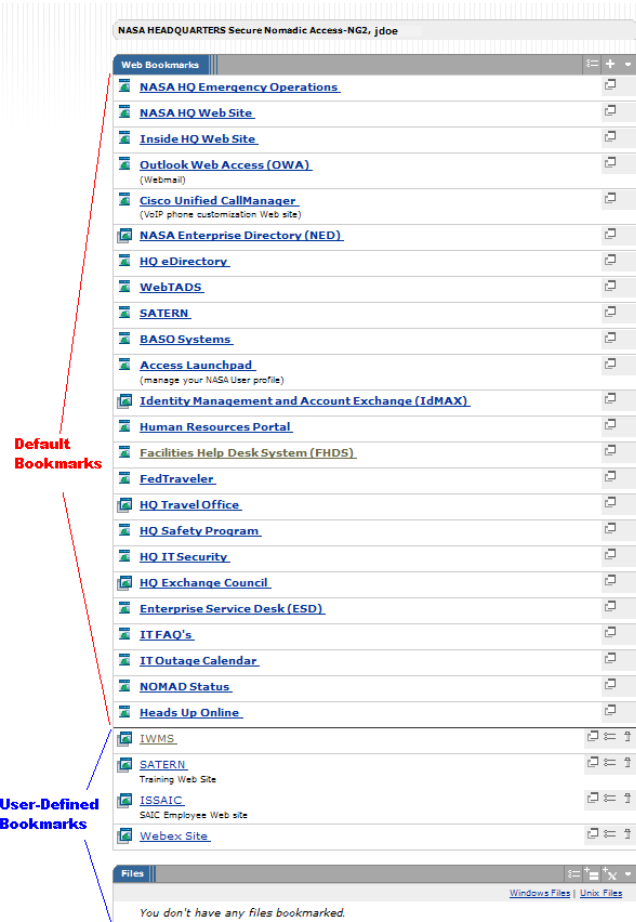
1. Log into SNA.

You should see a display of bookmarks similar to the image to the right.

There is a horizontal dividing line between Default (Web) Bookmarks and your Personal (User-Defined) Bookmarks. In the example at the right, the user created four bookmarks.

The Default (Web) Bookmarks will remain after SNA is upgraded. Therefore, you will need to save information only for the Personal (User-Defined) Bookmarks.

2. To the right of each Personal (User-Defined) Bookmark are three icons, as shown below. Click the center icon to display the Item Properties for that bookmark.
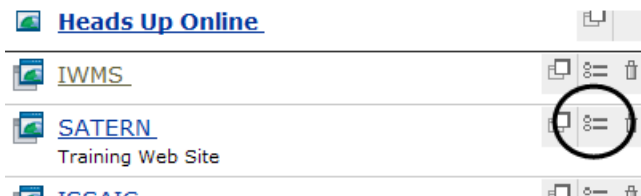
3. The **Edit Web Bookmark** page displays the properties for the Personal (User-Defined) Bookmark. Highlight the bookmark's URL (as shown below) | **Copy** the URL.


4. Paste the URL to another file such as a text file, Excel spreadsheet, PowerPoint file, etc.

    In the example below, the URL has been saved to a new Microsoft Word document. In addition to the URL, the user added text to help him identify what the URL is for. At your discretion, you may also wish to manually type other information about the bookmark as shown in the **Display Options** section of the SNA Bookmark (such as "Open bookmark in a new window," etc.)
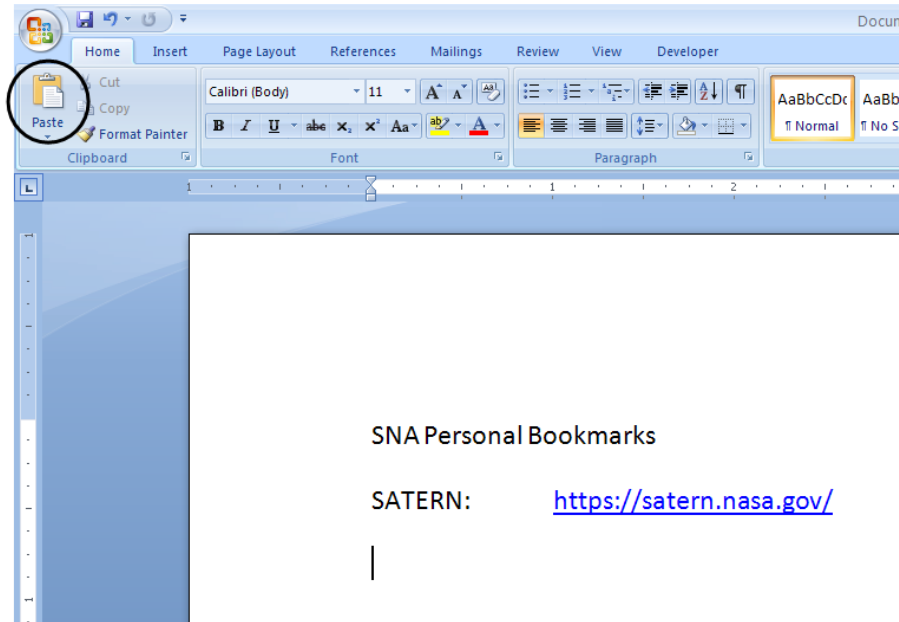
5. Return to your browser – which is still displaying the **Edit Web Bookmark** page, and click **Cancel** to return you to your primary SNA screen.

6. Repeat steps 2 through 5 for each Personal (User-Defined) Bookmark you wish to save.

7. Once all of the bookmarks you wish to save have been copied and pasted into your new document, save the document.

   You will use this document after the upgrade as a reference to re-create your Personal (User-Defined) Bookmarks in your new smartcard profile.

8. After the upgrade, login to SNA with your smartcard | Copy and paste links and other data from your document into newly-created Personal (User-Defined) Bookmarks.

For assistance, contact the Enterprise Service Desk (ESD): Submit a ticket online at esd.nasa.gov, or call 358-HELP (4357) or 1-866-4NASAHQ (462-7247).

This document is posted on the ITCD Web site at:
http://itcd.hq.nasa.gov/instructions.html